



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 7/29/2014	<u>Interviewer:</u> Laura Langley	RFA #14 – 16
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED] University Residences		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: (Please check at least one)

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
7/24/2014	Leonard Jones meeting w/Sue	Leonard brought to Sue's attention a concern raised by employee [REDACTED] re: a comment made by [REDACTED] and the response of other [REDACTED] present. Leonard provided Sue with a copy of an email sent by [REDACTED] to her supervisor, [REDACTED], regarding the comment.
7/24/2014	[REDACTED] t/c to EOO	Would like to meet with someone in EOO. Scheduled to meet with Laura on 7/29.
7/29/2014	[REDACTED] meeting w/LKL	Laura explained the role of EOO: right to union rep; neutral; not totally confidential/PRA; burden of proof on person complaining. [REDACTED] was in her office and overheard a conversation between [REDACTED] she supervises: [REDACTED]. It was a little before 4:00 pm and the crew was getting ready to leave for the day. [REDACTED] reports that [REDACTED] said all the good looking women are on the North End [REDACTED] took this as saying the unattractive women work on [REDACTED] team, and that is unattractive [REDACTED] was in shock when she heard this. She alleges that [REDACTED] and [REDACTED] all laughed at what [REDACTED] said, which was hurtful to [REDACTED]

		<p>too. [REDACTED] also reports that [REDACTED] said [REDACTED] wife, who is also [REDACTED], is beautiful.</p> <p>[REDACTED] commented that everything [REDACTED] says is unfiltered, but that most comments are about his wife's appearance rather than other women.</p> <p>[REDACTED] met with [REDACTED], Dave Ruble and Leonard Jones on Friday. Leonard apologized and supported [REDACTED] in coming to EOO. [REDACTED] spoke with [REDACTED] again this morning, who reported that she and Dave met with [REDACTED].</p> <p>[REDACTED] said that other than [REDACTED], who works 6:00 to 2:30, all the members of her team are men. She would feel more comfortable with more women on her team.</p> <p>[REDACTED] would like the [REDACTED] to receive more training about the impact of what is said, and about how to speak up when offensive things are said. She would also like more women on her crew.</p>
7/29/2014	LKL meeting with Leonard	<p>Dave and [REDACTED] met with [REDACTED] yesterday afternoon. Dave will also be following up with the others about the importance of a respectful atmosphere and refraining from this kind of joking. Leonard would like training for the [REDACTED] along the lines of what [REDACTED] suggested, and would like it to connect to [REDACTED] role as members of the university community. He will have [REDACTED] contact me. Leonard will also look into changing the composition of the team.</p>
7/30/2014	Dave Ruble and LKL t/c	<p>When Dave, [REDACTED] and [REDACTED] met, Dave spoke with [REDACTED] about intention v. impact. [REDACTED] is sorry and remorseful, but Dave senses that [REDACTED] doesn't understand why what he said is hurtful. [REDACTED] told [REDACTED] that she and Dave met with [REDACTED].</p> <p>Dave will contact Laura to schedule further discussion of training, which Dave supports. He and [REDACTED] will also keep [REDACTED] apprised and check in with her about how she is doing. Dave is open to exploring changing the composition of the team.</p>
10/2/2014	LKL meeting with [REDACTED]	<p>Laura met with [REDACTED] and discussed appropriate comments for the workplace; how comments regarding appearance can be hurtful; harmful impact even without intent for someone to hear or intent to harm.</p>